

[Tri-City Citizens Union for Progress]  
675-81 South 19th Street  
Newark, New Jersey 07103

Board of Directors  
Minutes of May 18, 1978 Meeting

Present:

Al Arce  
Barbara Bertschy  
Ulysses B. Blakeley  
Vera B. McMillon  
Jam Muhammed  
Maso Ryan  
Harold Smith  
Thomas Kelly, Board Attorney  
Emma Moore

Staff:

Edward Andrade  
Rebecca Andrade  
Julia Scott  
Valerie Spain  
Joseph Thomasberger

The meeting was called to order at 8:00 p.m. by President Ryan. The minutes of the meeting of April 20, 1978 were approved and adopted. M/S/P.

I. Item: Economic Development Committee Report

A. Mr. Andrade reported that the Committee met on May 17th. He further reported on a conference he, Blakeley and Brown attended at Princeton University on April 27th on mobilizing capital for economic development. Mr. Andrade outlined a State of Connecticut plan, whereby investments are made in economic development with community development groups for small business ventures. If successful, money is repaid from profits developed by way of royalty or commission. The committee concluded that funds are available for economic development to local government agencies and can be obtained through the development of unique uses of the funds.

B. With regard to Request for Proposal from HUD for \$150,000 for Advanced Neighborhood Organizations, Mr. & Ms. Andrade conferred with the Center for Community Change, Washington, D.C. on May 15th, to have MPDO proposal rewritten to be submitted to HUD by June 15th. The request requires a letter of recommendation from the Mayor, which will be pursued, along with letters from HDRC and the Business Administrator.

C. Mr. Andrade reported on a meeting with Amity Village #1 Co-op Board on May 8th to discuss management agreement, by-laws and a set of guidelines for a working relationship between management and Board. Ms. McMillon and Ms. Andrade were also in attendance. As a result of the Amity Board's disarray and failure to transact the business of the items on agenda, staff representatives feel that no further sessions other than regular transactions of business, should be held with the Amity #1 Board until they are better organized.

Ms. Andrade stated that the field representatives for HFA had been asked to go through by-laws and management agreement with the Amity Board and will return again to work with them. The budget has to be reviewed and explained to the Board due to the necessity to increase carrying charges. Ms. Andrade stated that if HFA is unable to resolve the situation, Tri-City Board should take action. 30 days notice must be given in order to terminate management agreement if necessary. Assessment of the situation should be made by June 15th Board meeting. It was agreed that notice will be sent to all cooperators that serious financial considerations of the cooperative cannot be settled due to the inability of the Board to function and unless steps are taken to rectify the situation, Tri-City will terminate management agreement. If termination of management agreement becomes necessary, notice should go to cooperators June 1st effective July 1.

Motion was made that letter be sent to all cooperators over signature of Board President, Maso Ryan. M/S/P.

D. Mr. Andrade announced that Tri-City has been awarded a \$15,000 grant from the Department of Energy to do energy analysis and energy conservation training in Amity Village housing. Ms. Andrade requested that the Board acknowledge receipt of the grant entitled "Energy Conservation in Low Rise Multi-family Dwellings--A Program for Technical Assistance." The money will apply to Energy Consultant, and film documentation of project, outlined as follows:

1. Analyze energy consumption in all buildings where there is heat loss and waste of energy;
2. Comparison on savings through insulation and weatherization;
3. Training in different techniques of energy conservation.

Motion was made to accept \$15,000 grant from Department of Energy for energy conservation project. M/S/P.

E. With regard to Amity 2A co-op conversion, Ms. Andrade informed the Board that orientation sessions are over with the exception of residents who did not attend the first sessions. The second

series of meetings to develop the co-op will begin shortly. She noted that the venture has thus far been very successful. Finance, legal and membership committees have been formed.

## II. Item: Center Director's Report

A. Ms. Scott reported a full enrollment in the children's programs, totaling 118 and three or four new staff persons. She also stated that two group teachers and one teacher assistant are being sought for regular staff. More staff will be needed for the summer program which begins June 26.

B. Ms. Scott announced Completion Day Ceremonies scheduled for June 16th and noted that a number of Board members had attended the Mother's Day activities.

C. Youth Program Coordinator is progressing in the development of programs.

D. Gardening Program, with one staff person paid from Rutgers Extension Program, will begin soon.

E. Child Care Specialist is working closely with teachers, and a child study team to work with parents and staff will be developed.

F. A letter was received from the State requiring Tri-City to repay to the state a surplus of \$17,951.00 as a result of an audit performed in 1974 and 1975. Ms. Andrade added that the state did not investigate until 1976, and an audit committee voted last year to recover the money. Ours and 10 other Newark centers were advised of the repayment requirement in May, 1978. She also added that the expenditure was used for remodeling and maintenance of program, and can be substantiated.

G. Bertschy, Speed and Scott are still attending Board Training Sessions. The team's field project was to work for the development of the Policy Committee. Their new project will be rewriting the by-laws for the Policy Committee.

H. Ms. Scott announced that the Parent Review Program was just completed and conference dates have been scheduled for parents whose rating was unsatisfactory. A call meeting is planned to discuss parent pledges and match money requirement of \$5,000 due by September 1st.

## III. Item: Finance Director's Report

Mr. Thomasberger submitted a written financial summary for the period January 1 to April 30, 1978. (See attached.) His report noted a \$15,088 anticipated deficit for the next four months.

Mr. Thomasberger requested a motion that projected budget for May through August, 1978 be adopted as presented and a copy be attached to the minutes. M/S/P.

A motion was made that the Executive Director be authorized to borrow not more than \$15,000 as needed from Housing Management and/or Health component for operation of the Redevelopment component of Tri-City Citizens Union for Progress. M/S/P.

With regard to employee fringe benefits, Mr. Thomasberger reported that the Medical/Surgical Plan of New Jersey, provided for the employees has been upgraded to include Blue Shield plan for outside hospital coverage. The increased coverage will cost \$469.70 more per year.

A motion was made that contract with Medical/Surgical Plan of New Jersey be amended by initiating participation in Blue Shield 750 Series for eligible employees. M/S/P.

Ms. Bertschy suggested that HMO Program be explored. Ms. Andrade agreed that it should be done.

Ms. McMillon raised a question concerning consideration of a new pledge campaign. At Mr. Ryan's request, Ms. McMillon agreed to initiate a meeting to discuss the overall fundraising possibilities for 1978. Muhammed, Blakeley, Bertschy, and Kelly will serve on the committee to be assisted by Ms. Spain.

Ms. Andrade acknowledged contributions from the Martin Luther King Memorial Committee of \$200.00 and North Reformed Church of \$50.00.

#### IV. Item: Executive Director's Report

Ms. Andrade announced receipt of a \$7,500 grant for general support from the Norman Foundation. Although \$10,000 had been requested, the figure received reflects the foundation's normal level of giving. She read a letter signed by Judy Austermiller, Program Director, Norman Foundation to the Board. (See attached.) Ms. Andrade added that a copy of the letter has been forwarded to the New World Foundation who indicated that they would consider a grant to us from Norman to be favorable to our request from New World.

A motion was made to accept the \$7,500 grant from the Norman Foundation and to return a signed copy of the contract. M/S/P.

Ms. Andrade announced that the VISTA grant will be in effect next month. The three VISTA volunteers will be assigned as follows: One person to work on Amity 2A co-op conversion; one person to work on youth project and one audio-visual aide. All three will attend an

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orientation in Philadelphia in June.

Ms. Andrade asked the Board to confirm Julia Scott's appointment as Center Director.

A motion was made that Julia Scott be appointed as permanent Center Director. M/S/P.

Ms. Andrade made a recommendation to the Board that the allowance for staff travel be increased from 11¢ per mile to 15¢ per mile. A motion was made to increase staff travel allowance from 11¢ per mile to 15¢ per mile. M/S/P.

Ms. Andrade reported that she will attend a conference of the American Association of Psychiatric Services for Children in Washington to set national standards on guidelines for EPSDT, on May 19th. On May 21 and 22 she will attend a NAN Board meeting in Washington.

Dr. Blakeley inquired as to how the Church at the Crossroads is honoring their pledge to help Tri-City. Mr. Thomasberger clarified the issue by stating that the Church said they would seriously explore lending money to Tri-City and are waiting for this Board to come up with a specific proposal as to how money is needed.

Ms. Andrade recommended that fiscal and personnel policies be reviewed and the By-laws be updated. She requested that By-laws Committee be organized. Mr. Arce will go through By-laws prior to next Board meeting and recommend changes.

Ms. Andrade informed the Board that Mr. Ryan has sent letters to delinquent Board members. She noted that Bob Carroll is not functioning as treasurer and recommended that by next meeting the Board should work toward nominations for new treasurer and secretary.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

*Valerie Spain*  
Valerie Spain